

# FOCUS

## on program management

### CC Short Bursts

#### MEDICALASSESSMENTS

Thanks to everybody's hard work we are making great progress and are above 60 percent compliance.

The deadline for 100 percent compliance is Dec. 31, 2003.

To ensure receipt and credit for completion, encourage IMAs to scan the documents and e-mail them to arpc.sgpdl@arpc.denver.af.mil.

#### DEMOBILIZATION

The recently implemented Enhanced Post-deployment Health Assessment is required for all members returning from deployment, OCONUS more than 30 days without a permanent U.S. military medical facility.

The assessment requires a DD Form 2796, face to face provider evaluation, and serum sample. It may be done up to 30 days after return. Please ensure your IMAs who were OCONUS are aware of this requirement.

Ensure demobilization dates include any leave/downtime as orders can not be extended beyond 24 months. This is law and cannot be waived.

#### ANNUAL TOUR

In order to meet required financial deadlines and fiscal requirements, all FY03 annual tour order requests were due to ARPC by May 30.

Requests received after this deadline must include justification as to why the request is late. Late requests will be reviewed on a case-by-case basis. However, RE stated annual tours are not required for IMAs who supported contingency operations.

#### vRED

Found in vMPF, the vRED replaces the DD Form 93 as a source document.

New to the Reserve, it's mandatory and must be completed immediately.

### Revised PM Guide

A new version of the Program Managers Guide is now available on the PM secure site.

This document, current as of May 27, has been substantially revised and must be completely reviewed. There is a lot of new information along with some very helpful tools.

### Reimbursement claims

ARPC receives numerous SF Forms 1164, Claim for Reimbursement of Expenditures, that are incomplete and lack program manager coordination. Please advise your IMAs to submit supporting documentation through your office for coordination and screening prior to forwarding to the orders approving official at ARPC.

Packets must include:

- ☐ Program manager coordination;
- ☐ Copy of receipts;
- ☐ Cost worksheet/justification;
- ☐ Non-availability statement for lodging and base transportation; and
- ☐ Copy of orders showing tour completion.

### Orders clarification

Please remind your IMAs that both the front and back sides of their orders are posted on the secure web. Dobbins ARB pay office requires members attach both sides of the orders. This will ensure there are no delays in processing their pay.

### IMA statistics



As of May 29

Total mobilized (incl Phase II) ..	4,235
Extensions .....	1,300
Currently mobilized.....	1,503
DD 214s produced .....	2,648

### WOTS changes

As of April 22, changes made to WOTS require users to select one of two travel options on the tour information page.

Depending on the member's residence as compared to the duty location, they must select either "commute," indicating they are in the commuting area of the duty location, or "travel," indicating they are outside the commuting area.

Options have been added to the special authorization page allowing users to use accrued leave in conjunction with their tours (dates must be added to the remarks section), or to telecommute (justification must be added to the remarks section).

A reports function was added to the main menu. This tool, which features "AT" and "NOAT" reports, is a tool for program managers to ensure their IMAs earn a satisfactory year.

## Suspenses

**June 9** Expired UMD code changes/deletions

**June 10** UPMR replies

**June 23** Individual program review

**June 30** FY05 In-Residence School Quota Screening

**July 11** ARPC Reserve School Selection Board nominations

**Aug. 15** Officer application

**Aug. 31** AF Reserve Component School Selection Board nominations

**Aug. 31** FY04 school tour quota update

**Sept. 15** Enlisted application

**Oct. 1** Service dress nametag wear date

**Dec. 31** RCPHA completion

## AF nametag

All Air Force members must wear the new nametag on the service dress uniform starting Oct. 1. To promote this program, the command authorized all enlisted members to have one provided at no cost.

Letters were sent to all IMAs authorizing the purchase and with instructions for Clothing Sales. These letters expire Sept. 19. After that date, nametags can be requested through the normal uniform issue process.

## AF thanks parents

Secretary of the Air Force James Roche and Air Force Chief of Staff Gen. John Jumper launched a service-wide campaign May 5 to thank the parents of America's airmen for their support of their children's service.

The Air Force Parent Pin program encourages airmen to register on a secure Air Force Web site, [www.yourguardiansoffreedom.com](http://www.yourguardiansoffreedom.com), where they can provide the names and addresses of up to two parents (or parental figures). Shortly thereafter, the airmen's parents receive personalized letters from Secretary Roche and General Jumper containing high-quality lapel pins displaying the letter "P" cradled in the Air Force symbol.

All airmen – active, Guard, and Reserve – are strongly encouraged by their chain of command to register on the web site and have pins sent to up to two recipients.

## USSTRATCOM reorg

The evolution of the "new" U.S. Strategic Command continued April 20 with the initial implementation of its Full Operational Capability Headquarters organizational structure.

USSTRATCOM's reorganization centers around five organizations – four new directorates and a Joint Force Headquarters for Information Operations. The directorates are: Global Operations; Policy, Resources and Requirements; Combat Support; and Strike Warfare.

Gone is the historical J-code structure previously used by USSTRATCOM. Transitioned in its place are OP (Global Operations), PR (Policy, Resources and Requirements), CL (Combat Support), ST (Strike Warfare), and JFHQ-IO (Joint Force Headquarters - Information Operations).

These symbols for the new organizational structure are based on USSTRATCOM's new key functions.

The complete story will run in the July/August Air Reserve Personnel Update.

## Board schedule

The following boards are scheduled at ARPC:

□FY04 Reserve Line and Health Professions Captain and Lieutenant Colonel Promotion Selection Board, June 23-28;

□Special Selection/Review Board, Aug. 13-15;

□Reserve School Selection Board, Aug. 18-22;

□FY04 Reserve Brigadier General Qualification Board, Sept. 15-19; and

□FY04 Reserve Colonel Promotion Selection Board, Oct. 20-25.

## UMPR review

All program managers must check the Unit Manpower Rosters (UMPR) whether you have changes or not. Please e-mail SMSgt. Holly Wolfe once you've reviewed the roster. Though we can access the roster and make changes, your input and review helps us ensure the information is accurate.

## Dental exams

We have current dental data through the annual dental assessment requirement on 65 percent of IMAs. Of those, 311 are Dental Class III; the percent of dentally disqualified IMAs is 2.5 percent of total, or 3.9 percent of IMAs on whom we have current data.

By comparison, the Active Duty Dental Class III percentage is approximately 5 percent. SGP has a robust program that identifies, codes deployment availability, profiles and tracks to resolution those disqualified IMAs identified by HQ ARPC/SGP.

Our max number of DC III was 352 in February 2003, indicating that the management efforts are resulting in more improvements. More DC IIIs improved to DC I or II, than newly identified disqualifications. SSgt Glenn Wolfe, a mobilized IMA, deserves most of the credit for this success story. The weak link in this chain is the noncurrent IMAs, who may have unidentified disqualifying dental condition(s).

## vRED updates

Members must access the vMPF Web site and update their vRED information immediately. Completion of the vRED is mandatory for all Air Force members.

The vMPF is available at [www.afpc.randolph.af.mil](http://www.afpc.randolph.af.mil). Click on the vMPF logo in the center of the page. Individuals are highly encouraged to establish a vMPF account by logging onto the vMPF website and following the directions. Individuals will need their SSAN, MAJCOM, pay date and date of rank to establish this vMPF account.

If your members are having problems updating the system, DPSSE will help walk them through the process. Contact SMSgt. Sharon Tucker at 1-800-525-0102, Ext. 71228 or DSN 926-6438.

## Unfunded requirements

Money is very tight and no one received the unfunded support they requested. Though there was some money given to support school tours, none was allocated for special tours.

In mid-July ARPC/FM will identify remaining funds from all commands and then redistribute based on mission requirements. Therefore, if you have any unused funds, please forward that information to Dave Gallop in the coming weeks so we can best support as many programs as possible.

## Civilian database

Providing information on civilian skills that are outside a member's AFSC is required by law. To ensure we meet this mandate, we ask that you emphasize this program to all IMAs and encourage them to provide their information via the ARPC Web site at [https://arpc.afrc.af.mil/dpabb/csdb\\_form.htm](https://arpc.afrc.af.mil/dpabb/csdb_form.htm).

## Father of the year

Accepting on behalf of all Air Force fathers, General Sherrard was one of five awardees to receive the National "Father of the Year" Award for 2003 in New York City June 5.